



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 339
SPARKS NV 89423

10 March 2008

MEMORANDUM FOR SQUADRON COMMANDERS

FROM: NV/CC

SUBJECT: Procedures for Standardization/Evaluation

1. **Purpose.** This memo outlines NVWG's procedures for Standardization/Evaluation as required by CAPR 60-1 para 3-7b. It supersedes the memorandum on the same subject dated 19 May 2003.

2. **Stan/Eval Officers.** Each squadron with more than two pilots will appoint a Stan/Eval Officer and publish this position on its squadron roster. Wherever possible, the unit Stan/Eval officer should be a check pilot (this is an experience recommendation and does not imply that this officer should give all the squadron check rides). If no Stan/Eval officer is appointed, either because there are too few pilots or no qualified candidate is available, the NV/DOV should be informed, and he will appoint a "mentor" Stan/Eval officer from a nearby squadron to assist with standardization and evaluation.

3. **Appointment of Check Pilots.** It is highly desirable for each unit with five or more pilots to have a check pilot within the unit. The requirements to become a check pilot are spelled out in CAPR 60-1. In brief, a check pilot must be an active CAP pilot, possess an FAA CFI certificate and complete the National Check Pilot Standardization Course every four years. Check pilot candidates should contact the NV/DOV to discuss their qualifications. The NV/DOV will forward his recommendation to me for approval in writing as required by CAPR 60-1.

4. **NCPSC.** Check pilots are required to complete the National Check Pilot Standardization Course every four years, however as CFI's they must renew their certificates every two years. Therefore, NVWG has arranged with Pacific Region to have our NCPSC approved by the FAA as a Flight Instructor Refresher Course (FIRC). Completion of this course allows a flight instructor to renew his certificate. For purposes of standardization and evaluation, it is highly desirable that our check pilots complete the NCPSC/FIRC every two years. The NCPSC not only provides information of importance to our check pilots, but also serves as a forum for discussion of issues and trends that may be critical to flight safety. Therefore, while not required, the NCPSC/FIRC is the preferred method for NVWG check pilots to renew their CFI certificates.



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5. Evaluation of Check Pilots. Form 5 check rides play a special role for check pilots. When a check pilot takes a Form 5, there is a three-fold purpose:

- (a). To insure that the check pilot can safely serve as pilot-in-command.
- (b). To insure that the check pilot can properly evaluate pilot performance.
- (c). To insure that Form 5 check rides given by any check pilot in the wing will conform to common standards.

For this reason, CAPR 60-1 para 3-5d specifies that a check pilot must take his Form 5 with a "CAP check pilot designated by the national, region or wing commander to administer check pilot flight checks." These check pilots are designated in eServices Operations Qualifications as Check Pilot Examiners. Check rides done as part of a NCPSC do not require Check Pilot Examiners.

6. Mission Check Pilots. Because of the terrain in our wing, special maneuvers such as emergency canyon turns are evaluated during Form 91 check rides. As a safety precaution, I will only approve CFI's as mission check pilots, since they are specially trained to recover from such emergency maneuvers. Mission check pilot candidates must, of course, meet all other requirements of CAPR 60-1. Candidates should contact the NV/DOV to discuss their qualifications. The NV/DOV will forward his recommendation to me for approval in writing as required by CAPR 60-1.

7. Tow pilots.

- (a). Tow pilots must complete FAA currency requirements on an annual basis as defined in FAR 61.69 (4). In brief, this requires at least three dual tows and a sign-off from a qualified tow pilot (or serving as PIC of a glider for three tows for rated glider pilots). No amount of towing alone satisfies the currency requirement – dual tows and a sign-off are required.
- (b). CAP tow pilots must also satisfy the requirements of CAPR 60-1. For this purpose, meeting the minimum number of tows for currency does not require dual tows or a sign-off.

8. Glider operations. Specific NVWG procedures and limitations for glider operations have been published in a separate memorandum. In particular, the memorandum stipulates that all ground crew for glider operations must have completed the on-line CAP Wing Runner's course.

9. Pilot records.

- (a). CAPR 2-8 specifies the pilot records which must be kept at the unit level. In addition, a duplicate of the pilot record must be maintained at Wing for



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check pilots, mission check pilots and instructor pilots. Units must forward the required copies to NV/DOV. Please forward copies for the required pilots, but only the required pilots. The copies should be sent directly to the NV/DOV and not to Wing HQ.

- (b). The Wing uses eServices Operations Qualifications as the record-keeping device for pilot records. The NV/DOV has the responsibility to review the unit records kept in eServices on a regular basis, and to contact the unit Stan/Eval officer to discuss incomplete or questionable records.
- (c). Check pilots are responsible for entering all check ride failures into the WMU immediately following the check ride. This is necessary to comply with the semi-annual Check Ride Trend Analysis Survey which is required by the statement-of-work with the USAF. In addition, a copy of all failed check rides must be submitted to the NV/DOV in accordance with CAPR 60-1 para 2-8e.

A handwritten signature in dark ink, appearing to read "Ralph L. Miller".

RALPH L. MILLER, COL, CAP
NV/CC

cc:
NV/CV
NV/DO
NV/DOV
NV/CP